

Upper Adams School District School Board Minutes
Tuesday, November 15, 2016
Administration Board Room, 7:00 pm

Call to Order:

The Upper Adams School Board of Directors met on Tuesday, November 15, 2016, in the Administration Board Room. The Board of Directors began at 6:30 p.m. with an executive session for a personnel matter, followed by the Pledge of Allegiance and a moment of silence with a call to order at 7:00 p.m. by Mrs. Elaine Jones, President, Board of Directors.

The following directors were present: Mrs. Elaine Jones, Board President, Mr. Richard Crouse, Mr. Ronald Ebbert, Mr. Christopher Fee, Mr. Anthony (Tony) McNevin, Mr. John Regentin, Mr. James Rutkowski, Mr. William Seibert, and Mr. Thomas Wilson III. Excused Absence: (Mr. Christopher Fee to attend the NHS recognition of his daughter).

Also present: Dr. Wesley Doll, Superintendent, Mrs. Belinda Wallen, Business Administrator/Board Secretary, Mr. Robert McQuaide, Solicitor, Mr. Joe Albin, Director of Curriculum, Dr. Anne Corwell, Director of Student Services, Mrs. Beth Graham, BHS Principal, Mr. Dave Zinn, UAMS Principal, Mrs. Ann Wolfe, Bendersville Elementary Principal, Mrs. Sonia Buckley, Arendtsville Elementary Principal, Mr. Jamie Kerstetter, Biglerville Elementary Principal, Mrs. Tina Fair, Human Resource Coordinator, Carter Tatara, Student Representative, Mr. Charles Stump, and Mr. Jim Hale, Gettysburg Times.

1. Recognition of Delegate

- a. Recognition of Cameron Tuckey, Jake Grim, Caleb Swartz and Curtin Matthews, FFA Team Members for earning 1st Place at the 2016 Pennsylvania FFA Team Competition and 11th Place at the 2016 National FFA Team Competition and recognition of their advisors Scott Howell and Michelle Miller.
- b. Cumberland Perry Area Vocational Technical School, first marking period 2016-2017 school year, "Student(s) of the Quarter:
 - a). Wesley Hoffman, Electronics Technology 1
 - b). Jacob Redding, Automotive Technology 2
 - c). Bradley Wileman, American Studies
- c. Student Report- Carter Tatara provided the Board of Directors results of the Powderpuff game held last Friday and the Volleyball fundraiser for Mini-Thon.

2. Public Comment - No items noted

- 3. Correspondence - Mrs. Elaine Jones shared the Thank you letter from the United States Department of Education, Office of School Support and Rural Programs. Mrs. Elaine Jones publically thanked Mr. Tony McNevin for accepting to serve as the Upper Adams PSBA representative.**

4. Reports

- A. Legislative/PSBA report - Mr. James Rutkowski reported the election results with 34 sets now controlling the Senate, making override of Wolf's veto authority an option. Fourteen democrats now reside in the Senate and on the House side, Republican have the majority with 122 seats. Legislatively what is on the horizon consist of pension bill, 1907 Truancy Bill reducing penalties on truancy. HB 2381 still needs to work itself through the Senate but it allows for Vocational students an option for an alternative test in lieu of the Keystone Exam.**

- B. FRN report - Mrs. Elaine Jones- No report noted, however Mrs. Jones inquired on Board travel as to funds available for attending the advocacy institute conference. Mr. Siebert stated that if a Board member has an interest in attending that funds spent would be well worth it. Mrs. Wallen, Business Administrator confirmed funds were appropriated in the budget process. Mrs. Jones indicated that she will intend to register.

For the record, Mr. Christopher Fee is present and accounted for the meeting at 7:10pm.

- C. LIU Board Report - Dr. Doll stated LIU next meeting is November 29, 2016 at 7:00 p.m.
- D. Federal programs - Mr. Joe Albin, announced the Title I comparability reports were completed, and January 2017 is the month that the WIDA testing is scheduled.
- E. Cumberland Perry AVTS - Mr. William Siebert announced he was unable to attend the Skills USA but did attend the open house and it was well attended and a great experience.
- F. Fund Advisory Board Report - Mr. Richard Crouse announced the Giving Spree date is this evening. The Bi-Monthly meeting is tomorrow December 16th and a reminder that the annual meeting is December 7, 2016 at 6:30 p.m. at the Adams County Arts Council Building.

G. Administrative Reports

- a. Jamie Kerstetter, Principal, Biglerville Elementary School, commented on parent teacher conferences for November with nearly 100% turnout. Additionally, the 3rd graders are participating in the National Cemetery Wreath laying ceremony. December 9th is the Whitaker Center trip that is fully funded by the PTO and the Arts Council. December 14 is the 2nd grade Christmas program held at the High School at 7:00pm.
- b. Sonia Buckley, Principal, Arendtsville Elementary School - November 4th - Art work displayed at The Adams County Arts Council Art Center. The Arendtsville and Bendersville students featured were: For Arendtsville: Daniel Cornelis, Christian Shaffer, Bekah Tuckey, Nicolett Morris, Luke McCarthy, Nicholas Lerew. For Bendersville: Tristin McCleaf, Aleya Baker, Emily Woolson, Devan Ponce, Brooklynn Crawford. Paint Night- Wednesday, November 16th -money raised helps fund that AG Lab Book Fair begins Wednesday, November 16th and runs through November 21st Parent/Teacher conferences Monday and Tuesday. Our goal is 100% attendance. Student Council helps Jaycees with food baskets. Caroling around the town of Arendtsville - December 21st
- c. Ann Wolfe, Principal, Bendersville Elementary School announced the 6th grade students have been asked to help with the wreath project at the National Cemetery in Gettysburg that honors fallen soldiers. The Sgt Mac Foundation began this project 11 years ago. It's a non-profit organization formed to honor the memory of Marine Sgt Eric McColley who was killed when two Marine CH-53e helicopters collided off the coast of Djibouti, Africa on February 17, 2006. Eric, like so many other servicemen and women, gave his life doing what he loved serving his country. The Youth Honor Band Attended: BE: Paige Stewart, Eduardo Aguilar, AV: Jonas Rutowski, Hannah Orndorff.
- d. Dave Zinn, Principal, Upper Adams Middle School shared that several meetings were held with staff, students and Mr. Stump where they shared data results, pssa, pvaas,

and a plan to move forward with goals in achievement. Mr. Zinn noted that 58% have achieved honor roll. Parent teacher conferences were 70% attended and the middle school dance is scheduled for this coming weekend. An open invitation is extended for anyone interested in chaperoning.

- e. Beth Graham, Principal, Biglerville High School -Mrs. Graham shared the stats for the high school students, college applicants completing applications had a savings of \$1,800 in college application fees.
 - f. Joe Albin, Director of Curriculum, Instruction and Assessment shared details on the Adams county teachers training and noted that Thursday the outstanding teacher award will be presented. Mr. Albin's office is being prepared as the HS Keystone testing storage, this will ensure compliance with security of the test.
 - g. Anne Corwell, Director of Student Services -reported PAttan training on the horizon and the Special Education Comprehensive plan is due in May. December 1st, the child accounting, all data, is gathered and reported for students with IEP's
 - h. Anthony Graham, Director of Athletics and Property - no report as the sports season has a short break as we are between season at this time. Dr. Doll stated that all coach position are filled.
 - i. Jim VanDyke, Director of Technology and Transportation Services - Transportation - provide an update on the fiber relocation, as such we are in phase 2 with Celerity and MetEd. The second Apple Lease of 360 computers have all been received and distributed. The technology office is gathering old computers for resale with the vendor on file. Mr. VanDyke was pleased to report the ERate reimbursement has been received of \$51,000. Dr. Doll publically thanked Mr. VanDyke for all the hard work going into the fiber line routing.
 - j. Belinda Wallen, Business Administrator - noted work continues on finalizing the management discussion and analysis for the annual financial report. Budget compilation is in process and will be reporting to the board according to the timeline shared previously with the Board.
- H. Superintendent Report- Dr. Wesley Doll distributed a handout on current enrollment. Mr. Crouse inquired as to how the district determines homeschool enrollment and Mr. Albin stated it is incumbent of the parent to notify the district. Mr. McNevin inquired as to how the homeschoolers are evaluated and graduation requirements. Mr. Albin noted the parent received their own evaluation and now the state grants the diploma. Dr. Doll reported budget work is underway with Mrs. Wallen as well as curriculum and comprehensive plan with Mr. Albin. Dr. Doll shared his participation in NSISL, National School Institute of School Leadership, which is a two year professional development on equity and excellence with Secretary Pedro Rivera. Dr. Doll also shared UA students responses since the election results and wanted to reassure the community, board and administration that the concerns were addressed immediately. A reminder noted that Thursday, November 17 at 6pm is the second presentation in a public meeting covering the next phase of the feasibility study.

5. **Treasurer Report**

- a. Motion by Mr. Richard Crouse, seconded by Mr. Tony McNevin that the Board approve the Treasurer reports items A - E as listed. Motion carried by a roll call vote of 9, "Yes", 0 "No", and 0 "Absent".

6. **Consent Agenda Items**

- a. Motion by Mr. Christopher Fee, seconded by Mr. Tom Wilson that the Board approve all consent agenda items as discussed at Committee reports, listed under X with the exception of declared items as surplus from Biglerville High School as per submitted listed under Property.

MINUTES

- a. Regular Board Meeting, October 18, 2016

Discussion on the minutes to have the declared items pulled and placed under the regular agenda items. Motion carried to approve the minutes by a vote of 9, "Yes", 0 "No", and 0 "Absent".)

Motion by Mr. Christopher Fee, seconded by Mr. Tom Wilson that the Board approve all consent agenda items as discussed at Committee report as follows:

FINANCE - No items

PERSONNEL-ADMINISTRATIVE- No items

PERSONNEL-PROFESSIONAL

- a. Sabbatical leave approval for Lisa Harman, Art Teacher, Biglerville High School after review of additional information that was reviewed by the Upper Adams School District Board of Directors.

PERSONNEL-CLASSIFIED

- a. Leave without pay for the following classified staff members:
 - 1). Tracy Troutman, Instructional Assistant, Biglerville High School from December 1, 2016, through January 17, 2017.
 - 2). Barbara Gillin, Instructional Assistant, Arendtsville Elementary from November 9-21,2016.

PERSONNEL-SUPPLEMENTAL CONTRACTS - No items

PERSONNEL-OTHER

- a. Add the following individual to the Translator/Interpreter listing:
 - 1). Araceli Ponce
- b. Add the following individuals to the Source4Teacher substitute listing:
 - 1). Stuart Eisenman – S4T hire date: 10/11/16
 - 2). Thomas Fontana – S4T hire date: 10/6/16
 - 3). John Heiser – S4T hire date: 10/4/16
 - 4). Jennifer Neumer – S4T hire date: 10/15/16
 - 5). Kyle Polinka – S4T hire date: 10/3/16
 - 6). Danielle Shearer – S4T hire date: 10/3/16
 - 7). Megan Ziegler – S4t hire date: 10/14/16
- c. Add the following individual to the volunteer listing:
 - 1). Susan Orner, Biglerville Elementary

PROPERTY - Item a. Declare items as surplus from Biglerville High School as per the

submitted listing pulled under the consent agenda.

TRANSPORTATION

- a. Contractual agreements with the following transportation contractors for the 2016-2017 Student Transportation Services:
 - 1). Weaver Transportation
 - 2). Jacoby Transportation

CURRICULUM- No Items

ATHLETICS

- a. 2016-2017 Fall/Winter Coaches
 - 1). Nolan Peterson, Head Junior High Girls Basketball, Category III, Maximum-\$3,279.00
 - 2). Mandy Gorman, Assistant Junior High Girls Basketball, Category IV, Year 2-\$2,576.00
 - 3). Josh Martin, Assistant Junior High Girls Basketball, Volunteer
 - 4). Nathan Cody, Head Junior High Boys Basketball, Category III, Year 1-\$2,779.00
 - 5). Craig Johnson, Assistant Junior High Boys Basketball, ½ Category IV, Maximum-\$1,438.00
 - 6). Ken Shafer, Assistant Junior High Boys Basketball, ½ Category IV, Maximum-\$1,438.00

OTHER STUDENT ACTIVITIES - No items

- a. Spring Musical production, "Into the Woods", Biglerville High School, March 24-26, 2017

Motion carried by a roll call vote of 9, "Yes", 0 "No", and 0 "Absent"

7. **Committee Reports and Action Items**

- A. Business and Operations Committee
 - 1. Finance - No items
 - 2. Personnel
 - a. Administration- No items
 - b. Professional- No items
 - c. Classified

Motion by Mr. John Regentin, seconded by Mr. Tom Wilson that the school board grant approval to hire the following classified:

- 1). Hire Marietta McDonald-Heckman, Learning Support Instructional Assistant, Biglerville High School, 6.5 hours per day, 178 days per year, at an hourly rate of \$9.60, start date pending receipt of required paperwork, replacing Ruth Santino.
- 2). Hire Amelia Demopoulos, Learning Support Instructional Assistant, UAMS, 6.5 hours per day, 178 days per year, at an hourly rate of \$9.60, start date pending receipt of required paperwork, replacing Susan Stockman.

Motion carried by a roll call vote of 9, "Yes", 0 "No", and 0 "Absent"

- d. Supplemental contracts - No items
- e. Other

Motion by Mr. John Regentin, seconded by Mr. Tony McNevin that the school board grant approval of the following volunteers:

- a. Melissa Garcia, Bendersville Elementary
- b. Amberie Bailey, Biglerville Elementary
- c. Lynn Garskof, Biglerville Elementary
- d. Ruth Davenport, Biglerville Elementary
- e. Marian Baker, Arendtsville Elementary
- f. Maria Guadalupe Suarez-Moya, Bendersville Elementary
- g. Nancy Asper, BHS

Motion by Mr. John Regentin, seconded by Mr. Tony McNevin that the school board grant approval of the following individual(s) to the Chartwells listing:

- a. Pam Mouer

Motion by Mr. John Regentin, seconded by Mr. Tony McNevin that the school board grant approval of the following individual(s) to the interpreter listing:

- a. Amelia Demopoulos

Motion carried by a vote of 9, "Yes", 0 "No", and 0 "Absent".

3. Property

Motion by Mr. William Seibert, seconded by Mr. Christopher Fee that the school board grant approval for the following surplus items:

- a. Submitted listing of books from the Biglerville High School Library.
- b. Submitted listing of Technology related items as per submitted listing deferred from the consent agenda.

Motion was amended by Mrs. Elaine Jones, seconded by Mr. Tony McNevin that the book title "A Prayer for Owen Meany" not be deemed surplus. Discussion held on that nonfiction books are outdated as submitted and the fiction books have not been checked out in years. All books donated to the county library.

Motion carried on amended motion by a vote of 9, "Yes", 0 "No", and 0 "Absent".

4. Transportation

a. Motion by Mr. William Seibert, seconded by Mr. Christopher Fee that the school board grant approval of the van driver(s) for School Express:

- 1). Kristin Moore
- 2). Donna Wolf
- 3). Bernard Krichten

b. Motion by Mr. William Seibert, seconded by Mr. Christopher Fee that the school board grant approval of the following Jacoby Transportation substitute driver:

Motion carried by a vote of 9, "Yes", 0 "No", and 0 "Absent".

B. Curriculum and Extra-Curricular Committee Report

1. Curriculum -No items
2. Athletics - No items

3. Other Student Activities

Motion by Mr. Christopher Fee, seconded by Mr. Tony McNevin that the school board grant approval of the overnight trip for the FFA Students to travel to the Leadership Workshop, February 4-5, or 11-12, 2017, at the Harrisburg Sheraton, Harrisburg, PA. Dates will be finalized as soon as the TSA Regional Competition is scheduled due to students who participate in both organizations. Discussion on funding and Mrs. Graham indicated that the FFA is funding the trip. Motion carried by a vote of 9, "Yes", 0 "No", and 0 "Absent".

C. Policy review committee report

Motion by Mr. Ron Ebert, seconded by Mr. William Seibert that the school board grant approval to move the first read policies to second read and to approve the second reading policies:

1. First Readings

a. Policy Number 625 Finances – Procurement Cards (pages 4.1-4.2)

2. Second Reading

a. Policy Number 308 Employees – Employment Contract/Board Resolution (pages 4.3-4.4)

b. Policy Number 309 Employees – Assignment and Transfer (pages 4.5-4.4.6)

c. Policy Number 408 Professional Employees – Employment Contract – DELETION (pages 4.7-4.8)

d. Policy Number 409 Professional Employees – Assignment and Transfer – DELETION (pages 4.9-4.10)

e. Policy Number 508 Classified Employees – Employment Contract – DELETION (page 4.11)

f. Policy Number 509 Classified Employees – Assignment and Transfer – DELETION (pages 4.12-4.13)

g. Policy Number 608 Finances – Bank Accounts (page 4.14)

h. Policy Number 805.1 Operations – Relations with Law Enforcement Agencies (pages 4.15-4.17)

Discussion held on new format with legal references. Mr. McNevin inquired as to the liaisons for policy relations with law enforcement agencies, it was stated that the Superintendent is the liaison and Dr. Doll stated that we have memorandums in place with the state police, Bendersville and Biglerville.

Motion carried by a roll call vote of 9, "Yes", 0 "No", and 0 "Absent".

D. Miscellaneous Agenda Items

Motion by Mr. Christopher Fee, seconded by Mr. Tony McNevin that the school board grant approval on Richard Crouse to be president pro tempore effective 10/18/2016. Motion carried by a vote of 9, "Yes", 0 "No", and 0 "Absent".

Motion by Mr. Christopher Fee, seconded by Mr. Tom Wilson that the school board grant approval on the appointment of William Seibert as the Upper Adams School District Delegate to the CPAVTS Joint Operating Committee for 2016-2017. Motion carried by a vote of 9, "Yes", 0 "No", and 0 "Absent".

7. **Payment of Bills**

Motion by Mr. Tony McNevin, seconded by Mr. Ron Ebbert that the school board grant approval to pay the monthly board bills. Motion carried by a roll call vote of 9, "Yes", 0 "No", and 0 "Absent".

8. **Old Business** - No items

9. **New Business** - No items.

10. **Items of General Information**

A. The school board committee meetings are as follows:

1. Curriculum and Extra Curricular Committee – No scheduled meeting in December.
2. Business and Operations Committee – No scheduled meeting in December
Upon Completion of the Curriculum & Extra-Curricular Committee Meeting
3. Policy Committee Meeting – Thursday, December 1, 2016, 9:00 a.m.

B. Re-organizational School Board Meeting – Tuesday, December 6, 2016, 6:30 p.m.

C. Regular School Board Meeting – Tuesday, December 6, 2016, 7:00 p.m.

11. **Adjournment**

Motion by Mr. Christopher Fee, seconded by Mr. Tony McNevin, that the meeting adjourned at 8:36 p.m. Motion carried by a vote of 9, "Yes", 0 "No", and 0 "Absent".

Respectfully Submitted,



Belinda M. Wallen
Business Administrator/Board Secretary

Acknowledged,



Mrs. Elaine Jones
Board President